

operation

Undergrad



For the 2007–2008 academic year, Operation Undergrad will award up to \$7,500 per grant to colleges and universities for innovative campus and community-based programs that prevent underage and high-risk drinking and impaired driving among college students in Virginia. *Applications are due June 30, 2007! More details inside . . .*



Operation Undergrad is a grant program designed to support prevention and enforcement initiatives that focus on reducing and combating underage and high-risk drinking among college students. The program awards Virginia colleges and universities that strive to develop and enhance partnerships among various campus and local law enforcement agencies, Virginia Department of Alcoholic Beverage Control (ABC), community organizations, health, counseling, and substance abuse departments.

visionary
long-lasting
innovative

Requirements of Operation Undergrad

- The development of this grant should support collaborative programs that are innovative and have a long-lasting impact that ultimately deter underage use, purchase, possession, sale of alcohol and the enforcement of Virginia alcohol laws.
- Initiatives may include educational campaigns targeting students on the legal, health and personal implications of violating Virginia alcohol laws, underage drinking enforcement, compliance checks, evaluations and coalition building for college and university communities.

How to Apply

- Submit your grant application by Friday, June 30, 2007, 5 p.m., following the order, page limits and format specified in this brochure.
- Use the checklist provided in this brochure to ensure that your application is complete. Incomplete applications will not be considered.
- The application deadline is the date on which applications must be received by ABC; it is *not* the postmarked date. ABC will not accept grant applications by facsimile or by e-mail.

collaborative

Operation Undergrad is a grant program of the Virginia Department of Alcoholic Beverage Control (ABC), funded by the Office of Juvenile Justice and Delinquency Prevention (OJJDP).

educational
focused



Eligibility

Operation Undergrad limits eligibility to institutions of higher education of the Commonwealth of Virginia.

The Institution of Higher Education

The institution of higher education will play the project leadership role and will receive all award checks.

Project Administration

- The project coordinator listed on the application will be the primary contact person for Operation Undergrad.
- The project coordinator should be a staff member from your institution involved in deterring underage use, purchase, possession and sale of alcohol (i.e. law enforcement, security, substance abuse, health and judiciary).
- The project coordinator should be closely involved in the program, including development, implementation, monitoring and evaluation.
- The project coordinators must be accessible by phone and e-mail.

Conditions of Operation Undergrad

- All publicity information, education materials, products and any materials developed for this program must have prior ABC approval. Materials must include the following acknowledgement:
This program is made possible through a grant funded by Office of Juvenile Justice and Delinquency Prevention (OJJDP) from the Virginia Department of Alcoholic Beverage Control (ABC). The opinions expressed in this program do not necessary represent the views of ABC.
- Your institution will be required to attend the 22nd Annual College Conference (TBA).
- Grant requests are limited to a maximum of \$7,500. **ABC reserves the right to partially fund proposals by funding discrete activities, portions or phases of a proposed program. ABC also reserves the right to make no awards or fewer awards than expected under this announcement.**
- All grant recipients will receive a grant agreement that must be signed and returned prior to the disbursement of any grant funds. Funds will be disbursed in two installments, the first will be mailed in August 2007 and the second in January 2008.

Reporting

- Operation Undergrad requires reporting on all funded programs. Institutions receiving funding under this grant are required to report all grant-related activity to ABC by **December 7, 2007** for the *progress* report and **June 16, 2008** for the *final* report.
- All reports should be formatted according to ABC's special requirements, which will be furnished upon your receiving the grant award.

Time Table

June 30, 2007	Deadline for applications due to ABC by 5 p.m.
August 1, 2007	Notification of Operation Undergrad grant awards
TBA	Required attendance at ABC's College Conference
December 7, 2007	Progress reports due to ABC by 5 p.m.
May 31, 2008	Grant cycle ends. (All funding must be spent.)
June 16, 2008	Final reports due to ABC by 5 p.m.

(continued)

Application Checklist

Use this checklist to prepare and format your application. You do not need to include the checklist with your application. Failure to prepare and format your application correctly may lead to disqualification.

1 DIRECTIONS AND FORMAT [4 PTS.]

- ☐ Black type and at least 12-point Times New Roman font
- ☐ White, letter-sized (8½ x 11 inches) paper. (No colored paper.)
- ☐ Every page is numbered, and length is within specified page limits.
- ☐ One original, signed copy and four additional unbound copies. Use only paper clips and rubber bands to fasten your material. *Do not bind or staple material.*

2 GRANT APPLICATION COVER SHEET [PROVIDED AT THE BOTTOM OF THIS PAGE]

- ☐ Fill out, sign and enclose the form at the bottom of this page.

3 PROJECT DESCRIPTION NARRATIVE [77 PTS. / 10 PGS. MAXIMUM]

Each of the following headings *must* be included in your grant proposal.

- ☐ **Problem Statement** [10 PTS. / 1 PG.] Describe the nature of the underage and high-risk drinking *problem* on your campus. What has been done? List current alcohol education/enforcement efforts on campus. Describe any previous grant awards and activities that demonstrate your campus's ability to carry out the proposed program; include both successes and failures. Give examples of collaboration and partnerships among agencies and community organizations.
- ☐ **Project Summary** [5 PTS. / 1 PG.] The project summary should be a clear and concise snapshot of your proposed program, its components and the *impact* it will have on your campus and why your proposal is important and necessary on your campus.
- ☐ **Project's Objective(s)** [25 PTS. / 4 PGS.] Describe what you intend to accomplish through your program. Your objective(s) should be written in *SMART* format: *Specific* (specify one particular activity or task per objective), *Measurable* (quantify the change you intend to make), *Action-oriented* (focus on specific actions; explain this further in the action plan, below), *Realistic* (make your objective challenging yet achievable), and *Timely* (provide a time period for the completion of the activity and the comparison of data). Depending on the scope of your project, you may have one or more objectives.
- ☐ **Action Plan** [10 PTS. / 2 PGS.] Describe your plans for implementation, using your objective(s) as a basis. *Be realistic.* Include a detailed timeline, and demonstrate that you can complete the project within the funding period (July 1, 2007 through May 31, 2008).
- ☐ **Evaluation** [25 PTS. / 1 PG.] Describe your plans for evaluation, using your objective(s) as a basis. What are the expected benefits or results of this proposed program? How will you assess the value of your proposed program? Include descriptions of all evaluation instruments you will use to evaluate the program. Enclose both quantitative and qualitative measures of evaluation.
- ☐ **Continuation Plan** [2 PTS. / 1 PG.] Describe how the proposed program will continue after the grant period is completed. Include possible or committed funds, resources and collaborations.

(continued)

4 ATTACHMENTS A-D [19 PTS.]

These are not included in the Project Description Narrative page limit.

- **Attachment A: Project Budget** [4 PTS.] Budget items must be necessary, reasonable and allocable. This may include program planning, development, implementation and coordination; overtime law enforcement efforts; instructional materials and supplies; transportation costs; refreshments; guest speakers or presentation fees; ABC College Conference attendance; and printing, postage and media materials. **Grant funds may not be used for personnel salaries, consultant fees, graduation and pre-/post-prom parties, giveaways, operating expenses, general conference attendance, equipment, supplies or any expenses not directly related to the project.**
- **Attachment B: Budget Justification** [10 PTS.] Any item listed in the budget **MUST** be mentioned somewhere in the project description and the budget justification. A brief justification statement must accompany the proposed budget. The justification should clearly explain why each expense is necessary for the proposed project. Terms such as “miscellaneous” and “etc.” will not be accepted.
- **Attachment C: Additional Funding** [2 PTS.] Identify other related funding which has been or will be received by your department. Describe how programs and activities supported by those funds will be coordinated with those proposed in this application.
- **Attachment D: Letters of Support** [3 PTS.] Include three letters of commitment and support from existing or new partners (e.g. local law enforcement, program partners and ABC agent). All letters should address the grant goals or objectives and outcomes. The review committee will review the quality of the letters.

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The Institution of Higher Education

Applicant name: _____

Applicant address: _____

City: _____ Zip: _____ County: _____

Phone: _____ Fax: _____ Federal ID number: _____

Project Administration

Project coordinator name: _____ Title: _____

Address: _____

City: _____ Zip: _____ County: _____

Phone: _____ Fax: _____ E-mail: _____

Project Description [See detailed instructions in the application checklist.]

Project title: _____

Project start date: _____ Project end date: _____

Project focus: ☐ Education ☐ Enforcement ☐ Community involvement ☐ Off-campus ☐ Other☐ Please check this box if this is a continuation grant.**Attachments A–D** [See detailed instructions in the application checklist.]☐ Attachment A: Project budget. Total amount requested (maximum \$7,500): \$ _____☐ Attachment B: Budget justification☐ Attachment C: Additional funding. Income from other sources: Cash: \$ _____ Other donations: _____☐ Attachment D: Three letters of support from different offices, agencies or organizations**Signatures** [Sign in *blue* ink, so the original can be distinguished.]

By signing the application, the *project coordinator* and *chief executive official* agree to comply with all state and federal laws, regulations and special conditions of the grant. The applicant serves as the fiscal agent for the program and therefore accepts fiscal responsibility for the funded project. The chief executive official signs on behalf of the institution of higher education.

Type/print project coordinator's name: _____ Title: _____

Signature of projector coordinator [in *blue* ink]: _____

Type/print chief executive official's name: _____ Title: _____

Signature of chief executive official [in *blue* ink]: _____**Application Submission**

Mail or hand-deliver a signed original and four unbound copies of the grant application by Friday, June 30, 2007, 5 p.m., to the following address:

Virginia Department of Alcoholic Beverage Control (ABC) / Education Section, Operation Undergrad / 2901 Hermitage Road / Richmond, VA 23220

Note: The application deadline is the date on which the application must be received by ABC.; it is *not* the postmarked date. *ABC will not accept grant applications by facsimile or by e-mail.* Repeat grant submissions *must* include a progress report detailing successes to date.

Please call (804) 213-4467 with any questions.